



# JOB OPPORTUNITY

## DEPARTMENT OF PERSONNEL ADMINISTRATION

**CLASS TITLE:** Executive Secretary I

<b>SALARY:</b>	<b>\$2822 - \$3431</b>	<b>POSITION NUMBER:</b>	<b>363-300-1247-002</b>
<b>TENURE*/TIME BASE:</b> (Example: Permanent/Full-time)	<b>Full-Time/Permanent</b>	<b>FINAL FILING DATE:</b>	<b>August 23, 2006</b>

***LOOK! This position is excluded from collective bargaining and receives excluded benefits!***

### **DUTIES:**

The successful candidate will be responsible, under the general direction of the Chief of Labor Relations, for maintaining the Division Chief's calendar, researching confidential and sensitive departmental issues, processing correspondence, inputting incoming grievances, and is the lead person for the contract support group which makes the required changes to contracts (Memorandums of Understanding) between the State and various unions as new agreements are reached.

This position supports and assists the Labor Relations Officers with the tracking of grievances, including responses and appeals, and requests for delegated authority. Duties include formatting grievance responses, directing phone calls, planning meetings, processing incoming mail, making travel arrangements, processing attendance, ordering supplies, and maintaining the filing systems.

This position performs the most difficult administrative and clerical work required by the Division in support of the Chief, Assistant Chief and Labor Relations officers and requires a considerable amount of experience in general office procedures, Word, Excel and Outlook software programs.

### **DESIRABLE QUALIFICATIONS:**

The Labor Relations Division is a fast-paced, team environment in which employees respond to rapidly changing priorities and exercise a high degree of tact and self-direction. This position requires strong clerical skills; and the ability to work well with others under pressure. The successful candidate should be highly motivated and able to work in a team atmosphere. Excellent PC skills are desirable.

Employees of the Department of Personnel Administration are excluded from collective bargaining. Employees receive enhanced benefits, and are eligible for the annual leave program and the Consolidated Benefits Program (CoBen).

### **WHO MAY APPLY:**

Candidates with transfer or list eligibility at the Executive Secretary I level may apply.

### **SUBMIT APPLICATIONS/RESUMES TO:**

Julie Chapman  
Department of Personnel Administration  
1515 S. Street, North Building, Suite 400  
Sacramento, CA 95814  
916-324-0476.

RPA # 06-117

(\*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.